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To Save the Creditor Matrix File with a .txt Extension

STEP 1 After creating the creditor list in WordPerfect or Microsoft Word, open the file. Click **File** in the WordPerfect or Microsoft Word toolbar to display the drop down list.

STEP 2 Click **Save As** in the drop down list.

Select the Directory where the file should be saved. (Microsoft Word users, Skip to Step 4. WordPerfect users continue.)

STEP 3 Click the drop down menu arrow in the **File Type** box.

Select the file type **ASCII DOS Text**.

STEP 4 Microsoft Word users:

Click the drop down box arrow in the **Save As Type** box.

Select the file type of **Text Files(*.txt)** or **Text Only(*.txt)**.

STEP 5 Enter the file name in the **File Name:** box. (The system provides the same file name with a .txt extension.)

STEP 6 Click the **[Save]** button.

Source URL (modified on 04/23/2014 - 2:04pm):

<http://www.canb.uscourts.gov/ecf/efiling-manual/converting-creditor-matrix-txt-file>